

**CHAPTER 4. ADJUSTED TRIAL BALANCE, FINANCIAL STATEMENT NOTES,  
AND YEAR-END CLOSING DATA SUBMISSION (FACTS I & II)**

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## CHAPTER 4. ADJUSTED TRIAL BALANCE, FINANCIAL STATEMENT NOTES, AND YEAR-END CLOSING DATA SUBMISSION (FACTS I & II)

### 4.1 PURPOSE.

- 4.1.1 This Chapter addresses the Federal Agencies Centralized Trial-Balance System (FACTS) I and II reporting requirements. The FACTS data supports the U.S. Treasury's preparation of the Financial Report of the United States Government and the Combined Statement of Receipts, Outlays, and Balances of the United States Government. The Office of Management and Budget (OMB) use the data to compile agency budget execution reports and prepare the President's Budget.

### 4.2 POLICY.

- 4.2.1 NASA uses FACTS to submit quarterly and year-end financial data as required by Treasury and OMB.
- 4.2.2 NASA reports balances whose Treasury fund symbol has been cancelled in the appropriation/fund group from which the funds were originally appropriated.
- 4.2.3 NASA meets FACTS I Attribute requirements in reporting NASA accounts through the United States Standard General Ledger (USSGL).
- 4.2.4 NASA will take steps to ensure that the budgetary information provided in FACTS II is consistent with the Statement of Budgetary Resources.
- 4.2.5 NASA will submit FACTS data on the required dates provided in Treasury's Year-End Closing Bulletin.

### 4.3 AUTHORITIES AND REFERENCES.

- 4.3.1 Government Management Reform Act of 1994 (31 U.S.C. 331(e)(1) Section 405,) requires that the Secretary of the Treasury annually prepare and submit to the President and the Congress an audited financial statement for the preceding fiscal year.
- 4.3.2 OMB Circular A-136, *Financial Reporting Requirements*, requires that the information used to prepare the Statement of Budgetary Resources is consistent with the budgetary information reported in the Federal Agencies' Centralized Trial-balance System II (FACTS II) during the 4th quarter window. It also provides guidance on the FACTS II reporting requirements related to budget authority transfers.
- 4.3.3 Treasury Financial Manual (TFM), Part 2, Chapter 4700, *Agency Reporting Requirements for the Financial Report of the United States Government*, states the agency requirement to submit the pre-closing adjusted trial balance to the U.S. Treasury.

- 4.3.4 Treasury Financial Manual (TFM), Part 2, Chapter 4200, Agency Reporting on Unexpended Balances of Appropriations and Funds, states the agency requirement to submit the Year-End Closing Statement and the Report on Budget Execution and Budgetary Resources to the Office of Management and Budget and the U.S. Treasury.
- 4.3.5 Treasury Bulletin No. 2007-03, Intragovernmental Business Rules, applies to intragovernmental business among Federal entities. Accordingly, the bulletin provides Federal entities with guidance for recording and reconciling intragovernmental exchange transactions, fiduciary, and transfers between Federal entities.

#### 4.4 ROLES AND RESPONSIBILITIES.

- 4.4.1 NASA Chief Financial Officer (CFO) and Deputy CFO. NASA CFO and Deputy CFO are responsible for the preparation of financial reporting data, Financial Statement Notes, and the Adjusted Trial Balance (ATB) using Governmentwide Financial Report System (GFRS) FACTS I and FACTS II systems.
- 4.4.2 NASA Centers and the NASA Shared Services Center (NSSC) will submit financial information to the OCFO in support of financial reporting.

#### 4.5 REPORT REQUIREMENTS.

##### 4.5.1 Major Components.

- A. U.S. Treasury Financial Manual, Part 2, Chapter 4700 provides extensive information on FACTS I and the preparation of financial reporting data. For example, the manual contains 4704 Key Processing Dates, 4705 Closing Package Requirements, 4705.10 GFRS System Access, 4705.25 GFRS Reportable Data, and 4706-4707 procedures for handling various financial statement accounts.
- B. U.S. Treasury Financial Manager Services FACTS II User Guide provides extensive information on how to use FACTS II such as system requirements, user access procedures, responsibilities of system Preparers, Certifiers, and Headquarters reviewers.
- C. These manuals should be used to define those procedures that must be met to comply with reporting requirements.

##### 4.5.2 To Whom the Report is Submitted.

- A. The report is submitted electronically through the systems established for FACTS I and FACTS II. The reader should consult U.S. Treasury Financial Manual Part 2 4700 and Financial Manager Service FACTS II User's Guide for guidance on how to access FACTS I and FACTS II systems, including various levels of reporting, and reporting dates.

#### 4.5.3 When the Reports are Due.

- A. FACTS I and FACTS II reports are essentially data transmission ultimately used in preparing interim and final Financial Statements and Notes to financial statements. The reports are submitted electronically through the systems established for FACTS I and FACTS II. Dates due are numerous in that they involve data transmissions throughout the fiscal year, by Preparers, Certifiers, and Headquarters reviewers. The reader should consult U.S. Treasury Financial Manual, Part 2, 4700 and Financial Manager Service FACTS II User's Guide for guidance on how to access FACTS I and FACTS II systems, including various levels of reporting, and reporting dates.

#### 4.6 DEFINITIONS.

- 4.6.1 Attributes. Attributes are like adjectives that further describe a USSGL accounts in order to meet a specific reporting requirements. Attributes are further defined in U.S. Treasury Financial Management Services under Account Attributes.
- 4.6.2 Adjusted Trail Balance (ATB). The ATB provides SGL account balances and related attributes. FACTS I has edits to verify that Standard General Ledger (SGL) data being input has valid SGL accounts, valid attributes, and has equal Debit and Credit balances.
- 4.6.3 Federal Agencies' Centralized Trial-Balance System (FACTS I). FACTS I is a system that collects agency pre-closing adjusted trial balances at the fund group level using the SGL accounts in a numerical order with the required attributes. It also contains the FACTS NOTES Report.
- 4.6.4 Federal Agencies' Centralized Trial-Balance System (FACTS II). The Federal Agencies' Centralized Trial-Balance System (FACTS II) is a computer program that allows agencies to submit one set of accounting data. This data includes mostly budgetary information that is required for the Report on Budget Execution and Budgetary Resources (SF 133), the Year-End Closing Statement (FMS 2108), and much of the initial data that will appear in the prior year column of the Program and Financing (P&F) Schedule of the President's Budget.
- 4.6.5 FACTS NOTES Report. FACTS I is used to collect other supporting and explanatory financial and nonfinancial data referred to as NOTES. This information is used by FMS to produce the Financial Report (FR) of the U.S. Government. The NOTES file contains additional textual information and amounts.